

HUNSLEY PRIMARY SCHOOL

Admissions Arrangements 2018/2019

Introduction

Hunsley Primary is a publically funded, co-educational, independent primary free school with capacity for 210 4 – 11 year olds.

Admission Number

Hunsley Primary School's admission number for entry to the Reception year is 30.

Applications

Applicants must apply in accordance with the co-ordinated scheme for school admissions determined by the local authority responsible for the areas where they live.

Timing of Admission

Children allocated Reception places in the normal admissions round will normally be admitted to the school in the September following their fourth birthday.

Delayed and Deferred Admission to Reception

Children normally start in a Reception (Foundation Stage 2) year group at a school at the beginning of the autumn term of the school year in which the child reaches five years of age. Parents can delay the date their child is admitted to the Reception year group at a school until the date on which the child reaches compulsory school age or until the beginning of the final term of the school year for which they have applied, whichever is the earlier date. Any parent wanting to delay their child's admission in this way should make the relevant arrangements with the headteacher of the school after the parent's application for a place has been determined and notification of the allocation of a school place has been received by the parent.

Requests from applicants wanting to submit an application for a place for their child in a year group other than that appropriate to the child's age should be submitted to the school's governing body with any supporting documents.

Decisions about whether or not an application can be considered for admission to a year group other than that appropriate to the child's age will be made by the school's governing body. Applicants may be asked to submit additional documentary evidence in support of their request to be allowed to apply for a place in a different year group for their child. In determining the applicant's request, the governing body will consider each case on its own, individual merits and may seek advice from the East Riding Fair Access Panel. If it is decided that an application for a place in a year group other than that appropriate to the child's age can be submitted, the parent's application will then have to be processed and determined in accordance with the relevant Co-ordinated Scheme and the published admission arrangements for the school.

Compulsory School Age

There is a legal requirement that all children attend school or receive suitable education from the term in which they reach five years of age. The actual points at which each child reaches this compulsory school age are set out in the table below.

Child's fifth birthday (inclusive dates)		Child reaches compulsory school age
From	To	
1 September 2018	31 December 2018	31 December 2018
1 January 2019	31 March 2019	31 March 2019
1 April 2019	31 August 2019	31 August 2019

Children with Statements of Special Educational Needs or Education and Health Care Plans

Applications received relating to children with Statements of Special Educational Needs or an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's Statement of Special Educational Needs or in the child's Education, Health and Care Plan, the school has a duty to admit the child.

Allocation of Places

The school will admit applicants up to the published admissions number if there are sufficient applications. Where there are fewer applications received than the published admissions number all applicants will be admitted. Where there are more applicants than the published admissions number, the criteria set out below will be used to prioritise all applicants.

Oversubscription Criteria

Where the school is oversubscribed and after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan, priority for admission will be given to those children who meet the criteria in the order set out below:

Criterion (i) – Children who are looked after by a local authority and to children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

A looked after child is a child who is in the care of a local authority or is provided with accommodation by that authority (see section 22 of the Children Act 1989). Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services Department. An "adopted child" is a child adopted under the Adoption and Children Act 2002 which came into force in December 2005. A "residence order" is an order made under the terms of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Criterion (ii) – Children who live in the school's designated catchment area.

Information about catchment areas can be obtained from the Admissions Team or from the school. The child concerned must be resident in the catchment area by 27 February 2018 to qualify under this criterion for the normal admissions round. Applicants will be expected to produce proof of residence. The Trust reserves the right to seek verification of residence from the local authority

If the number of applicants meeting the first two criteria is greater than the published admission number, priority will be given to those who meet Criterion (i); and those who fulfil Criterion (ii) will be prioritised using Criteria (iii), (iv) and (v).

Criterion (iii) – Children who have a sibling attending the school at the point of application.

For the purposes of these school admission arrangements, the term “siblings” refers to children living as part of the same family unit at the same address. A family unit consists of children and their parents/carers. The term “parent/carer” includes any person who is the birth parent, person with parental responsibility, special guardianship or who has care of that child.

Criterion (iv) - Children of members of staff of Hunsley Trust

The member of staff must have been employed by the Trust for two years or more at the time the application for admission to the school is made or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Criterion (v) - Places will next be given to those children who live closest to the school. The distance from the child’s home to the school will be measured and priority will be given to those living nearest to the school.

Where distance from the child's home to school has to be measured, the school's admission authority uses a computer GIS mapping system using Ordnance Survey information, to measure the distance and adopts the address points for the child's home and the school as recorded on the Local Land and Property Gazetteer, (referred to as LLPG). The actual distance measured is a straight line from the LLPG recorded address point for the child’s normal home address to the LLPG recorded address point for the school.

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children’s homes and the school is the same. The process will be independently verified.

A child is normally deemed to be resident with their parents/carers. If a child has more than one home address, the applicant must use on the application form the address at which the child lives for the majority of the school week. Documentary evidence may be required to show that the child is resident at the address named on the application form.

Twins and same-year siblings

Where applications are received from twins, triplets or same-year siblings and there are insufficient places available for the siblings who meet this criterion to be allocated places, the admission number will be exceeded to allow them to be placed at the school

Waiting List

After the allocation date, unsuccessful applicants will be placed on a waiting list if the child has not been allocated a place at a school which was ranked as a higher preference. Children on the waiting list will be prioritised using the oversubscription criteria shown

above. If the number allocated places at the school falls below the published admission number, the child who is top of the waiting list will be allocated the vacant place.

Unless the applicant applies for their child's name to be kept on the waiting list until the end of the autumn term 2018, the details of children on the waiting list will be deleted on 30 September 2018.

The waiting list will be deleted at the end of the autumn term 2018.

Late Applications/In Year Applications

Late applications and in year applications will be dealt with in accordance with the East Riding of Yorkshire Co-ordinated Scheme for Admissions and the Academy Trust's In Year Admission Arrangements.

Admission Appeals

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. Admission appeals will be arranged and conducted in accordance with the relevant legislation and the Department for Education's School Admission Appeals Code.